



Iowa Department of Human Services

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INFORMATIONAL LETTER NO.1072

DATE: November 15, 2011

TO: County Central Point of Coordination Administrator, Case Managers,
Department of Human Services (DHS) Service Workers and Home and
Community Based Services Specialists

FROM: Department of Human Services, Iowa Medicaid Enterprise (IME)

SUBJECT: Home and Community Based Services Waiver Slots and Waiting Lists for
Individuals with Intellectual Disabilities

In 2009 the Centers for Medicare and Medicaid Services (CMS) directed the department to develop one statewide waiting list for applicants to the Home and Community Based Services (HCBS) Intellectual Disability (ID) Waiver. This directive required the state to assure that all persons applying for the ID Waiver have equal access to a funding slot instead of having the funding slot assigned based on county of legal settlement. In response, the department has developed a system for managing all applicants to the ID Waiver based on the priority need of the applicants. Over the last two years the department has worked with a stakeholder group to develop the process. Effective October 1, 2011, all applicants were placed on the statewide waiting list if no slot was available. At this time, there is no waiting list for the ID waiver.

The statewide waiting list is maintained by the department to manage access to the ID Waiver funding slots for children, adults with state case status, and adults with legal status within a county. The County Central Point of Coordination (CPC) is no longer able to maintain a separate waiting list for members for whom the county is responsible for payment of the non-federal share of the cost of waiver services. Rather, the state assigns funding slots to applicants based on the assessed need of the applicant and the availability of funding slots.

The 2011 Legislature allocated funding to eliminate state and county waiting lists. The funding will eliminate most, if not all, of the applicants waiting for an ID Waiver funding slot. The single statewide waiting list will be established once the number of applicants exceeds the number of approved slots for the waiver. Placement on the waiting list will be based on the outcome of a priority assessment. The priority waiting list assessment will determine whether an applicant has an emergency, urgent, or non-urgent need for services. Applicants with an emergency need will be placed at the top of the list. Applicants with urgent needs will be placed behind the emergency applicants, but higher than those with non-urgent needs. Applicants with non-urgent needs shall be placed on the waiting list based on the date of application.

The process for the completion of the priority waiting list assessment is as follows:

- The applicant will be identified in the Individualized Services Information System (ISIS) as being placed on the statewide waiting list.
- The CPC will be notified by the State Slot Manager, via email, of the need to complete the priority assessment.
- The CPC will assign the assessment completion task to the entity contracted for county case management.
- The case manager will complete the assessment and send it to the state slot manager.
- The applicant will be placed on the waiting list based on the assessment results.

Initially, the communication for the completion of the assessment will be done outside of ISIS through email. A full workflow is being developed and will be implemented for the identification and completion of the assessment. As of the date of this letter, the new workflow in ISIS has not been finalized. During the transition, please reassign all County CPC milestones concerning county slot availability to the State Slot Manager, Denise Pottorff.

A training webinar was held September 29, 2011, on the new assessment process. The PowerPoint and responses to questions from the webinar training will be posted to the HCBS training webpage located at: <http://www.ime.state.ia.us/HCBS/HCBSTraining.html>.

If you have any questions about this process, please contact Brian Wines, ID Waiver Program Manager, 515-256-4661 or by email at bwines@dhs.state.ia.us.